

STATE OF TENNESSEE  
DEPARTMENT OF PERSONNEL  
December 2006



CLASSIFICATION ANNOUNCEMENT


PLEASE NOTE: “This document does NOT represent a vacancy announcement. The intention of this information is to give notice of changes recently made to each of the job classifications listed below”.

CLASS TITLE	CLASS CODE	ANNUAL RANGE
Biologist 1 (A,I)	77841	\$26,700 - \$42,720
Biologist 2 (A,I)	77842	\$30,216 - \$48,348
Biologist 3 (A)	77843	\$32,904 - \$52,644
Biologist 4 (A)	77844	\$35,892 - \$57,420
Children’s Services Special Investigation Manager (P)	79209	\$35,892 - \$57,420
Children’s Services Special Investigator 3 (P)	79208	\$32,904 - \$52,644
Conservation Area Office Assistant (D)	02651	--
Disability Claims Quality Assurance Reviewer (A)	79980	\$31,536 - \$50,448
Existing Industries Consultant 1 (**)	75371	\$29,028 - \$46,452
Existing Industries Consultant 2 (**)	75372	\$32,904 - \$52,644
Existing Industries Consultant 3 (**)	75373	\$35,892 - \$57,420
Forensic Technician (A,C)	98740	\$23,580 - \$37,740
Forensic Technician Supervisor (A,C)	98741	SPECIAL
Human Resources Administrative Technician 2 (A,E) (Formerly Personnel Administrative Technician 2)	06362	\$22,620 - \$36,192
Human Resources Administrative Technician 3 (A,E) (Formerly Personnel Administrative Technician 3)	06363	\$24,588 - \$39,324
Human Resources Administrative Technician Supervisor (A,E) (Formerly Personnel Technician Supervisor)	73738	\$30,216 - \$48,348
Human Resources Analyst 1 (A,E) (Formerly Personnel Analyst 1)	73711	\$25,608 - \$40,968
Human Resources Analyst 2 (A,E) (Formerly Personnel Analyst 2)	73712	\$27,852 - \$44,556
Human Resources Analyst 3 (A,E) (Formerly Personnel Analyst 3)	73713	\$32,904 - \$52,644
Human Resources Director 1 (A,E) (Formerly Personnel Director 1)	73751	\$37,524 - \$60,048
Human Resources Director 2 (A,E) (Formerly Personnel Director 2)	73750	\$39,036 - \$62,460
Human Resources Examinations Analyst 1 (C,E) (Formerly Personnel Examinations Analyst 1)	73725	\$27,852 - \$44,556
Human Resources Examinations Analyst 2 (C,E) (Formerly Personnel Examinations Analyst 2)	73726	\$35,892 - \$57,420
Human Resources Examinations Analyst 3 (C,E) (Formerly Personnel Examinations Analyst 3)	73727	\$37,524 - \$60,048
Human Resources Examinations Specialist 1 (A,E) (Formerly Personnel Examinations Specialist 1)	73730	\$26,700 - \$42,720
Human Resources Examinations Specialist 2 (A,E) (Formerly Personnel Examinations Specialist 2)	73736	\$29,028 - \$46,452
Human Resources Examinations Specialist 3 (A,E) (Formerly Personnel Examinations Specialist 3)	73731	\$34,368 - \$55,008
Human Resources Examinations Specialist 4 (A,E) (Formerly Personnel Examinations Specialist 4)	73737	\$35,892 - \$57,420
Human Resources Manager 1 (A,E) (Formerly Personnel Manager 1)	73714	\$35,892 - \$57,420
Human Resources Manager 2 (A,E) (Formerly Personnel Manager 2)	73715	\$37,524 - \$60,048
Human Resources Program Manager (A,E) (Formerly Personnel Program Manager)	73718	\$39,036 - \$62,460
Human Resources Research Associate 1 (E, I) (Formerly Personnel Research Associate 1)	73761	\$26,700 - \$42,720
Human Resources Research Associate 2 (A,E, I) (Formerly Personnel Research Associate 2)	73762	\$29,028 - \$46,452
Human Resources Research Associate 3 (A,E) (Formerly Personnel Research Associate 3)	73763	\$34,368 - \$55,008
Human Resources Research Psychologist 1 (E) (Formerly Personnel Research Psychologist 1)	73764	SPECIAL
Human Resources Research Psychologist 2 (E) (Formerly Personnel Research Psychologist)	73765	SPECIAL
Human Resources Technician 1 (E,I) (Formerly Personnel Technician 1)	06360	\$20,016 - \$32,016
Human Resources Technician 2 (A,E,I) (Formerly Personnel Technician 2)	06361	\$21,708 - \$34,728
Human Resources Technician 3 (A,E) (Formerly Personnel Technician 3)	06364	\$22,620 - \$36,192
Human Resources Transactions Supervisor (A,E) (Formerly Personnel Transactions Supervisor)	06371	\$27,852 - \$44,556
Information Systems Technology Manager (A)	75515	SPECIAL

Inmate Jobs Coordinator (F)	78150	\$27,852 - \$44,556
Mental Retardation Program Specialist 3 (G)	72243	\$32,904 - \$52,644
Museum Assistant Registrar (A)	78240	\$31,536 - \$50,448
Museum Registrar (A)	78255	\$32,904 - \$52,644
Parole Hearings Assistant Director (F)	78113	\$37,524 - \$60,048
TBI Special Agent-Forensic Scientist 1 (C)	77867	SPECIAL
TBI Special Agent-Forensic Scientist 2 (C)	77868	SPECIAL
TBI Special Agent-Forensic Scientist Supervisor (C)	77869	SPECIAL

**LEGEND**

- A Job classification will have a change in MINIMUM QUALIFICATIONS effective December 21, 2006.
- B A NEW CLASSIFICATION and REGISTER will be ESTABLISHED.
- C Register will be ABOLISHED and REESTABLISHED effective December 21, 2006.
- D Job classification will be ABOLISHED December 21,2006.
- E Job classification will have a TITLE CHANGE effective December 21, 2006.
- F Job classification will have a change in SALARY effective December 21, 2006.
- G Job classification will be converting from CAREER SERVICE to both CAREER SERVICE and EXECUTIVE SERVICE effective December 21, 2006.
- H Job classification will have a change of Probationary Period from 6 months to 1 year.
- I Applicants submitting an application for this job classification must take and pass a job related written test and/or performance test to receive an examination score. Tests are administered on a daily basis at the department of Personnel office in Nashville and on one day every month in Kingsport, Knoxville, Memphis Jackson, Livingston, Cleveland and every other month in Pulaski.
- J Job classification will have a change in NECESSARY SPECIAL QUALIFICATIONS effective.
- K Job classification will be converting from “daily” status (i.e., continuous basis only) to closed examination status effective 7/17/06 until further notice.
- L Job classification will be converting from both EXECUTIVE SERVICE to CAREER SERVICE effective.
- M Job classification changed examination method from Competitive to Non-Competitive.
- N Job classification will change from compensatory to cash overtime.
- O Job classification is converting from “program” status (i.e., announced examination) to “daily” status (i.e., continuous basis only ) effective.
- P Job classification converted from “daily” status (i.e., continuous basis only) to “program” status (i.e., announced examination) effective November 7, 2006.
- Q Due to the consolidation of the Public Health Nurse 2-5 job series into the Registered Nurse 2-5 job series, the registers for the Public Health Nurse job series will be abolished effective October 19, 2006. Applicants who wish to be considered for these jobs should instead apply for the Registered Nurse 2 – 5 job series.
- R Job class is converting from announced basis only to announced on a quarterly basis (i.e., classification will be opened for a scheduled two week period once every quarter). The first scheduled quarterly open period will be October 24<sup>th</sup> – November 7<sup>th</sup>. The complete schedule for 2007 will be posted on Department of Personnel website.
- S Job classifications will be opened on a quarterly basis (i.e., classification will be opened for a scheduled two week period once every quarter). These dates are tentative and subject to change [second Tuesday in January, second Tuesday in April and second Tuesday in July].
- \*\*SPECIAL NOTE Class was omitted from list of upgrades effective date for salary change was July 1,2006.**



Tennessee Department of Personnel, Authorization #319177, November, 2005. This public document was promulgated at a cost of \$.07 per copy 15 copies.  
THE STATE OF TENNESSEE IS AN EQUAL OPPORTUNITY, EQUAL ACCESS, AFFIRMATIVE ACTION EMPLOYER.

## POLICY OF NON-DISCRIMINATION !!

Pursuant to the State of Tennessee's policy of non-discrimination, the Department of Personnel does not discriminate on the basis of race, sex, religion, color, national or ethnic origin, age, disability, or military service in its policies, or in the admission or access to, or treatment or employment in, its programs, services or activities.

Equal Employment Opportunity/Affirmative Action/Americans with Disabilities Act inquiries or complaints should be directed to the Department of Personnel EEO/AA/ADA Coordinator Lynn Goodman, 2nd Floor, James K. Polk Building, 505 Deaderick Street, Nashville, Tennessee 37243-0635 TDD(Telecommunications Device For The Deaf) Number (615) 741-0441 - Fax Number (615) 401-7626.

## !! SPECIAL NOTICE !!

This announcement of Civil Service Examinations is being issued in conformity with Civil Service Rules and Regulations to inform the public of the classes of positions, salary ranges, examples of duties, minimum qualifications and relative weights of examination parts. In order for applicants to secure regular appointments in Civil Service positions, they must first successfully compete in the appropriate examination and be certified from the Civil Service Register which is compiled as a result of such examination. **ANNOUNCEMENTS DO NOT NECESSARILY IMPLY THAT VACANCIES EXIST IN ANY PARTICULAR CLASS OR POSITIONS LISTED.** Interested applicants must submit a completed application form to the Tennessee Department of Personnel. Application forms are available at most State offices. The application and information about State jobs are available at the Department of Personnel Internet website([www.state.tn.us/personnel](http://www.state.tn.us/personnel)). Telephone inquiries can be made to (615) 741-4841.

Applications should not be re-filed for the same class of positions, unless an applicant has completed at least an additional year of accredited college, or acquired at least 6 months of additional related work experience.

This announcement is subject to change from time to time should minimum qualifications and/or salary change.

## !! VETERANS PREFERENCE !!

Veteran preference points will be awarded to applicants who receive a passing career service score and who served on active duty in the armed forces of the United States during any of the service eligibility dates listed below.

**Five (5) points will be awarded to: (1) a veteran who served during a period of war; (2) the spouse or unremarried surviving spouse of a permanently and totally disabled veteran whose disability was service-connected and who served in a period other than war; and (3) the unremarried surviving spouse of a veteran who died in the line of duty during a period other than war. Ten (10) points will be awarded to: (1) a veteran with a ten percent (10%) service-connected disability who served during a period of war; (2) the spouse or unremarried surviving spouse of a veteran with a one hundred percent (100%) service-connected disability and who served during a period of war; and (3) the unremarried surviving spouse of a veteran who died in the line of duty during a period of war.**

Before preference can be granted, it is necessary that all veterans submit a copy of their discharge or separation papers showing both enlistment and discharge dates. Disabled veterans and spouses of disabled veterans must submit a copy of discharge or separation papers plus a statement from the Veteran's Administration, dated within the last six months, showing the percent of service-connected disability (or death if in service), and proof of death (death certificate).

Veterans must have received an **honorable discharge** and be a legal resident of the State of Tennessee. Legal resident status is established by having resided in the State of Tennessee for the past two years or by possession of a Tennessee voter registration card. **IF YOU HAVE NOT LIVED IN TENNESSEE FOR THE ENTIRE PAST TWO YEARS, YOU MUST SUBMIT A COPY OF YOUR TENNESSEE VOTER'S REGISTRATION CARD.**

**SERVICE ELIGIBILITY DATES:** WWII (12-7-41 to 12/31/46); Korean Campaign (6-27-50 to 1-31-55); Vietnam Conflict (2-28-61 to 5-7-75); Lebanon, Grenada, or Panama Expeditions (Only if awarded Forces Expeditionary Medal); and Operation Desert Shield/Storm (8-2-90 to end date unestablished).

**BIOLOGIST 1**

**SUMMARY:** Under immediate supervision, is responsible for professional biological investigation and field survey work of routine difficulty; and performs related work as required.

**DISTINGUISHING FEATURES:** This is the trainee-level class in the Biologist sub-series. An employee in this class learns to conduct biological investigations and field survey work such as water sampling and collection and identifies aquatic insects, fish, and aquatic or terrestrial plants and trees. This class differs from that of Biologist 2 in that an incumbent of the latter functions at the working level.

**MINIMUM QUALIFICATIONS**

**Education and Experience:** Graduation from an accredited college or university with a bachelor's degree, including at least 36 quarter hours in biology, in one of the following areas: (1) biology or biological sciences, (2) botanical sciences, (3) environmental or conservation sciences, (4) zoological sciences, or (5) aquatic, terrestrial, or wetland biology or ecology.

**Necessary Special Qualifications:** A valid motor vehicle operator's license may be required.

**EXAMINATION METHOD:** Written Test, 100%, for Career Service positions.

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**BIOLOGIST 2\***

**SUMMARY:** Under general supervision, is responsible for professional biological investigative and field survey work of average difficulty; and performs related work as required.

**DISTINGUISHING FEATURES:** This is the working-level class in the Biologist sub-series. An employee in this class performs a variety of biological, laboratory, and field survey work such as water sampling, and collection and identification of aquatic insects, fish, and aquatic or terrestrial plants and trees. This class is flexibly staffed with and differs from that of Biologist 1 in that an incumbent of the latter acts in a trainee-level capacity. This class differs from that of Biologist 3 in that an incumbent of the latter functions at the advanced working level.

**MINIMUM QUALIFICATIONS**

**Education and Experience:** Graduation from an accredited college or university with a bachelor's degree, including at least 36 quarter hours in biology, in one of the following areas: (1) biology or biological sciences, (2) botanical sciences, (3) environmental or conservation sciences, (4) zoological sciences, or (5) aquatic, terrestrial, or wetland biology or ecology, and experience equivalent to one year of full-time professional biological or related environmental specialty work in pollution control or the collection and/or analysis of environmental samples or biological data.

**Substitution of Graduate Education for Experience:** Graduate course work credit received from an accredited college or university in one or a combination of the above listed fields may substitute for the required experience on a month-for-month basis to a maximum of one year (e.g., 36 graduate quarter hours in one or a combination of the above listed fields may substitute for one year of the required experience).

**Necessary Special Qualifications:** A valid motor vehicle operator's license may be required.

**EXAMINATION METHOD:** Written Test, Pass/Fail; Education and Experience, 100%, for Career Service positions.

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**BIOLOGIST 3**

**SUMMARY:** Under general supervision, is responsible for professional biological investigative and field survey work of considerable difficulty; and performs related work as required.

**DISTINGUISHING FEATURES:** This is the advanced working-level class in the Biologist sub-series. An employee in this class performs a full range of biological, laboratory, and field survey work such as water sampling, and collection and identification of aquatic insects, fish, and aquatic or terrestrial plants and trees. This class differs from that of Biologist 2 in that an incumbent of the latter functions at the working level. This class differs from that of Biologist 4 in that an incumbent of the latter performs at the supervisory level.

**MINIMUM QUALIFICATIONS**

**Education and Experience:** Graduation from an accredited college or university with a bachelor's degree, including at least 36 quarter hours in biology, in one of the following areas: (1) biology or biological sciences, (2) botanical sciences, (3) environmental or conservation sciences, (4) zoological sciences, or (5) aquatic, terrestrial, or wetland biology or ecology, and experience equivalent to two years of full-time professional biological or related environmental specialty work in pollution control or the collection and/or analysis of environmental samples or biological data.

**Substitution of Graduate Education for Experience:** Graduate course work credit received from an accredited college or university in one or a combination of the above listed fields may substitute for the required experience on a month-for-month basis to a maximum of one year (e.g., 36 graduate quarter hours in one or a combination of the above listed fields may substitute for one year of the required experience).

**Necessary Special Qualifications:** A valid motor vehicle operator's license may be required.

**EXAMINATION METHOD:** Education and Experience, 100%, for Career Service positions.

**BIOLOGIST 4**

**SUMMARY:** Under general supervision, is responsible for professional biological investigative and field survey work of considerable difficulty and supervisory work of average difficulty; and performs related work as required.

**DISTINGUISHING FEATURES:** This is the supervisory class in the Biologist sub-series. An employee in this class coordinates and plans several biological and field investigation programs. This class differs from that of Biologist 3 in that an incumbent of the latter functions at the advanced working level.

**MINIMUM QUALIFICATIONS**

**Education and Experience:** Graduation from an accredited college or university with a bachelor's degree, including at least 36 quarter hours in biology, in one of the following areas: (1) biology or biological sciences, (2) botanical sciences, (3) environmental or conservation sciences, (4) zoological sciences, or (5) aquatic, terrestrial, or wetland biology or ecology, and experience equivalent to four years of full-time professional biological or related environmental specialty work in pollution control or the collection and/or analysis of environmental samples or biological data, including at least one year of supervisory or advanced working level experience in aquatic, terrestrial, or wetland biology.

**Substitution of Graduate Education for Experience:** Graduate course work credit received from an accredited college or university in one or a combination of the above listed fields may substitute for the required experience on a month-for-month basis to a maximum of one year (e.g., 36 graduate quarter hours in one or a combination of the above listed fields may substitute for one year of the required experience), there being no substitution for the one year required supervisory or advanced working level experience in aquatic, terrestrial, or wetland biology.

**Necessary Special Qualifications:** A valid motor vehicle license may be required.

**EXAMINATION METHOD:** Education and Experience, 100%, for Career Service positions.

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**CHILDREN’S SERVICES SPECIAL INVESTIGATION MANAGER**

**SUMMARY:** Under general supervision, performs professional investigative managerial work of considerable difficulty; and performs related work as required.

**DISTINGUISHING FEATURES:** This is the second supervisor level in the Children’s Services Special Investigation class series. The employee in this class manages the operation of staff performing investigations at regional offices, group homes, secure institutions and contracted agencies. This class supervises and differs from Children’s Service Special Investigator 3 in that an incumbent of the latter performs supervisory investigative work. This class differs from Children’s Services Director of Investigation in that the incumbent of the latter directs the activities of the Internal Affairs Division of the Department of Children’s Services.

**MINIMUM QUALIFICATIONS**

**Education and Experience:** Graduation from an accredited college or university with a bachelor’s degree and experience equivalent to five years of full-time professional experience investigating fraudulent and criminal activities, one of which must be supervisory.

**Substitution of Experience for Education:** Additional experience investigating fraudulent and criminal activities may be substituted for the required degree on a year-for-year basis to a maximum of four years (e.g. experience equivalent to one year of full-time work in fraudulent or criminal investigation may substitute for one year of the required education).

**OR**

One year of full-time experience as a Children’s Services Special Investigator 3 with the State of Tennessee.

**Necessary Special Qualifications:**

- 1) A valid vehicle operator’s license.
- 2) Applicants for this class must have no conviction of a felony.
- 3) Applicants must be willing to be fingerprinted and must have their fingerprints on file with the Department of Children’s Services (TCA §71-3-533).
- 4) Applicants must authorize release of any investigative and criminal records obtained by the Federal Bureau of Investigation and the Tennessee Bureau of Investigation to the Department of Children’s Services (TCA § 38-6-144; TCA § 71-3-533).
- 5) Successful completion of basic interviewing techniques and other required pre-service training offered by the Tennessee Department of Children’s Services is required within six months of an employee’s appointment to this position.

**EXAMINATION METHOD:** Education and experience, 100% for Career Service position.

CHILDREN’S SERVICES SPECIAL INVESTIGATOR 3

**SUMMARY:** Under general supervision, performs professional investigative supervisory work of considerable difficulty; and performs related work as required.

**DISTINGUISHING FEATURES:** This is the first supervisory class in the Children’s Services Special Investigation class series. An employee in this class supervises a staff of investigators performing investigations at regional offices, group homes, secure institutions and contracted agencies. This class differs from Children’s Services Special Investigator 2 in that an incumbent of the latter performs lead investigative work in a specific region of the state. This class reports to and differs from Children’s Services Special Investigation Manager in that the incumbent of the latter manages and assists in directing the operations of the Internal Affairs Division of the Department of Children’s Services.

MINIMUM QUALIFICATIONS

**Education and Experience:** Graduation from an accredited college or university with a bachelor’s degree and experience equivalent to three years of full-time professional experience investigating fraudulent and criminal activities.

**Substitution of Experience for Education:** Experience investigating fraudulent and criminal activities may be substituted for the required degree on a year-for-year basis to a maximum of four years (e.g. experience equivalent to one year of full-time work in fraudulent or criminal investigation may substitute for one year of the required education).

OR

One year of full-time experience as a Children’s Services Special Investigator 2 with the State of Tennessee.

Necessary Special Qualifications:

- 1) A valid vehicle operator’s license.
- 2) Applicants for this class must have no conviction of a felony.
- 3) Applicants must be willing to be fingerprinted and must have their fingerprints on file with the Department of Children’s Services (TCA §71-3-533).
- 4) Applicants must authorize release of any investigative and criminal records obtained by the Federal Bureau of Investigation and the Tennessee Bureau of Investigation to the Department of Children’s Services (TCA § 38-6-144; TCA § 71-3-533).
- 5) Successful completion of basic interviewing techniques and other required pre-service training offered by the Tennessee Department of Children’s Services is required within six months of an employee’s appointment to this position.

**EXAMINATION METHOD:** Education and experience, 100% for Career Service position.

DISABILITY CLAIMS QUALITY ASSURANCE REVIEWER

**SUMMARY:** Under general supervision, is responsible for Social Security Disability quality review of casework at all levels of difficulty; and performs related work as required.

**DISTINGUISHING FEATURES:** An employee in this class is responsible for reviewing the entire scope of disability claims for accuracy and adherence to established policies and procedures in all phases of the adjudication process. These employees train, troubleshoot for, and advise other members of the sub-series, including management, and serve as the main source of consultation in the agency for the highly complex and difficult cases. This class differs from that of Disability Claims Examiner 3 in that an incumbent of the latter is responsible for performing highly complex casework requiring advanced expertise in disability case examinations for continuing eligibility and special court ordered or administratively ordered cases. This class differs from that of Disability Claims Supervisor 1 in that incumbents of the latter are responsible for supervising the work of a moderate sized unit of examiners and may supervise employees of this class.

MINIMUM QUALIFICATIONS

**Education and Experience:** Graduation from an accredited college or university with a bachelor’s degree and experience equivalent to three years of professional disability claims examination work, one year of which must include work involved in the examination of continuing disability review and one year of which must include work involved in the examination of childhood disability claims for social security.

**Necessary Special Qualifications:** A valid vehicle operator’s license may be required for employment in some positions.

**EXAMINATION METHOD:** Education and Experience, 100%, for Career Service positions.

FORENSIC TECHNICIAN

**SUMMARY:** Under general supervision, is responsible for forensic technical work of average difficulty; and performs related work as required.

**DISTINGUISHING FEATURES:** An employee in this class is assigned to a Tennessee Bureau of Investigation crime laboratory and either receives, processes, and tracks evidence, or assists scientists in conducting forensic tests on evidence submitted to the agency for analysis. Employees are also required to serve, on a rotating basis, on a Violent Crime Response Team to collect evidence at the sites where violent crimes have been committed. This class differs from Forensic Technician Supervisor in that the incumbent of the latter plans, supervises, and coordinates the work of forensic technical staff assigned to the central crime laboratory and conducts audits of the regional crime labs to ensure compliance with accreditation standards.

MINIMUM QUALIFICATIONS

**Education and Experience:** Education equivalent to graduation from a standard high school and two years of full-time experience in one or a combination of the following areas: (1) any professional laboratory work or, (2) non-professional laboratory work receiving and classifying evidence or; (3) any professional law enforcement work or, (4) non-professional law enforcement work receiving and classifying evidence.

**Substitution of Education for Experience:** Course work credit received from an accredited college or university may substitute for the required experience on a month-for-month basis to a maximum of two years (e.g. 45 quarter hours may substitute for one year of the required experience).

**Necessary Special Qualifications:** None.

**EXAMINATION METHOD:** Education and Experience, 100%, for Career Service positions

**FORENSIC TECHNICIAN SUPERVISOR**

**SUMMARY:** Under general supervision, is responsible for forensic technical supervisory work of average difficulty; and performs related work as required.

**DISTINGUISHING FEATURES:** The employee in this class plans, supervises, and coordinates the work of forensic technical staff receiving, processing, and tracking evidence in the central crime laboratory of the Tennessee Bureau of Investigation and conducts audits of the agency’s regional crime laboratories to ensure compliance with accreditation standards. The employee also serves, on a rotating basis, as a member of a Violent Crime Response Team. This class differs from Forensic Technician in that incumbents of the latter either receive evidence at a crime laboratory or assist scientists with forensic tests of evidence.

**MINIMUM QUALIFICATIONS**

**Education and Experience:** Education equivalent to graduation from a standard high school and three years of full-time experience in one or a combination of the following areas: (1) any professional laboratory work or, (2) non-professional laboratory work receiving and classifying evidence or; (3) any professional law enforcement work or, (4) non-professional law enforcement work receiving and classifying evidence.

**Substitution of Education for Experience:** Course work credit received from an accredited college or university may substitute for the required experience on a month-for-month basis to a maximum of two years (e.g. 45 quarter hours may substitute for one year of the required experience).

**Necessary Special Qualifications:** None.

**EXAMINATION METHOD:** Education and Experience, 100%, for Career Service positions.

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**HUMAN RESOURCES ADMINISTRATIVE TECHNICIAN 2**

**SUMMARY:** Under general supervision, is responsible for paraprofessional human resources work of average difficulty in the central Department of Personnel; and performs related work as required.

**DISTINGUISHING FEATURES:** \*This is the working class in the Human Resources Administrative Technician sub-series, the entry level being Human Resources Technician 1\*. An employee in this class performs paraprofessional human resources work in the Department of Personnel. This work involves: reviewing, correcting and processing operating agency human resources transactions; interviewing job applicants, determining classes for which they qualify, and assisting them with the application process; or reviewing experience and educational information submitted on job applications and assigning appropriate occupational and educational codes. This class differs from Human Resources Technician 1\* in that incumbents of the latter function at the entry level under immediate supervision. This class differs from Human Resources Administrative Technician 3 in that the incumbent of the latter functions as a lead worker over subordinate Human Resources Administrative Technicians.

**MINIMUM QUALIFICATIONS**

**Education and Experience:** Education equivalent to graduation from a standard high school and experience equivalent to two years of fulltime clerical work including, at least, one year of paraprofessional human resources experience with the State of Tennessee; qualifying fulltime clerical experience may be substituted for the required education on a year-for-year basis.

**Necessary Special Qualifications:** None.

**EXAMINATION METHOD:** Written Test, (Pass/Fail), and Education and Experience, 100%, for Career Service positions.

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**HUMAN RESOURCES ADMINISTRATIVE TECHNICIAN 3**

**SUMMARY:** Under general supervision, is responsible for paraprofessional human resources work of considerable difficulty and lead work of average difficulty in the Department of Personnel; and performs related work as required.

**DISTINGUISHING FEATURES:** An employee in this class acts as a lead worker within the central Department of Personnel transactions unit. This class differs from Human Resources Administrative Technician 2\* in that incumbents of the latter perform working level paraprofessional human resources work within the Department of Personnel. This class differs from Human Resources Transactions Supervisor in that incumbents of the latter supervise the processing of all human resources transactions for the largest and most complex of operating agency human resources offices or assist in supervising all transactions staff in the Department of Personnel.

**MINIMUM QUALIFICATIONS**

**Education and Experience:** Education equivalent to graduation from a standard high school and experience equivalent to three years of full-time increasingly responsible clerical work including, at least, two years of paraprofessional human resources experience with the State of Tennessee; qualifying full-time clerical experience may be substituted for the required education on a year-for-year basis.

**Necessary Special Qualifications:** None.

**EXAMINATION METHOD:** Education and Experience, 100%, for Career Service positions.

**HUMAN RESOURCES ADMINISTRATIVE TECHNICIAN SUPERVISOR**

**SUMMARY:** Under general supervision, is responsible for human resources transactions work of considerable difficulty and supervisory work of average difficulty in the Department of Personnel; and performs related work as required.

**DISTINGUISHING FEATURES:** An employee in this class supervises a small staff performing human resources transactions duties within the Department of Personnel transactions section. This class supervises and differs from Human Resources Administrative Technician 3 in that an incumbent of the latter leads subordinate transactions staff within the Department of Personnel transactions section.

**MINIMUM QUALIFICATIONS**

**Education and Experience:** Education equivalent to graduation from a standard high school and experience equivalent to substantial (five or more years of) increasingly responsible full-time clerical work including, at least, two years of paraprofessional human resources experience with the State of Tennessee; qualifying full-time clerical experience may be substituted for the required education on a year-for-year basis.

**Necessary Special Qualifications:** None.

**EXAMINATION METHOD:** Education and Experience, 100%, for Career Service positions.

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**HUMAN RESOURCES ANALYST 1**

**SUMMARY:** Under immediate supervision, performs professional human resources administrative work of routine difficulty; and performs related work as required.

**DISTINGUISHING FEATURES:** This is the entry level class in the Human Resources Analyst sub-series. An employee in this class functions in a training capacity learning to perform a variety of professional human resources management duties including: internal and external affirmative action; employee relations; managing agency performance evaluation, career counseling, employee feedback and other employee services programs; employee development and training; interviewing; supervising human resources transactions, payroll and benefits sections; monitoring organizational structure and classification; and interpreting and enforcing human resources rules, regulations, policies and procedures. This class differs from Human Resources Analyst 2\* in that incumbents of the latter function at the working level under general supervision.

\*An applicant appointed to this flexibly staffed class will be reclassified to the next higher class in the series after successful completion of a mandatory one-year training period; inadequate or marginal performance during the training period will result in automatic demotion or termination.

**MINIMUM QUALIFICATIONS**

**Education and Experience:** Graduation from an accredited college or university with a bachelor's degree; qualifying full-time professional or paraprofessional human resources related experience may be substituted for the required education on a year-for-year basis, to a maximum of four years.

**EXAMINATION METHOD:** Education and Experience, 100%, for Career Service positions. For Executive Service positions, Minimum Qualifications, Necessary Special Qualifications, and Examination Method are determined by the appointing authority.

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**HUMAN RESOURCES ANALYST 2**

**SUMMARY:** Under general supervision, performs professional human resources administrative work of average difficulty; and performs related work as required.

**DISTINGUISHING FEATURES:** \*This is the working level class in the Human Resources Analyst sub-series. An employee in this class is assigned a variety of professional human resources management duties including: internal and external affirmative action; employee relations; managing agency performance evaluation, career counseling, employee feedback and other employee services programs; employee development and training; interviewing; supervising human resources transactions, payroll and benefits sections; monitoring organizational structure and classification; interpreting and enforcing human resources rules, regulations, policies and procedures. This class differs from Human Resources Analyst 1\* in that an incumbent of the latter functions in an entry level capacity. This class differs from Human Resources Analyst 3 in that an incumbent of the latter performs work of a more difficult nature and often supervises employees of this class.

**MINIMUM QUALIFICATIONS**

**Education and Experience:** Graduation from an accredited college or university with a bachelor's degree and experience equivalent to one year of professional human resources work; qualifying full-time professional or paraprofessional human resources experience may be substituted for the required education on a year-for-year basis to a maximum of four years.

**Necessary Special Qualifications:** None.

**EXAMINATION METHOD:** Education and Experience, 100%, for Career Service positions. For Executive Service positions, Minimum Qualifications, Necessary Special Qualifications, and Examination Method are determined by the appointing authority.



**HUMAN RESOURCES ANALYST 3**

**SUMMARY:** Under general supervision, performs professional human resources administrative work of considerable difficulty and supervisory work of routine difficulty; and performs related work as required.

**DISTINGUISHING FEATURES:** This is the highest class in the Human Resources Analyst sub-series. An employee in this class performs professional human resources duties including: acting as manager of classification and compensation for a department with complex classification issues; acting as the employee relations officer for the department; performing complex and difficult organizational and administrative human resources studies on a regular basis; acting as the human resources officer for a moderate to large institution such as a correctional facility, or for a moderate sized department. This work may involve supervising subordinate professional or sub professional human resources staff. This class differs from Human Resources Analyst 2\* in that an incumbent of the latter functions at the working level. This class differs from Human Resources Manager 1 in that an incumbent of the latter acts as a full assistant director for a moderate to large department or manages professional human resources staff with complex and difficult program assignments.

**MINIMUM QUALIFICATIONS**

**Education and Experience:** Graduation from an accredited college or university with a bachelor's degree and experience equivalent to three years of professional human resources experience; qualifying fulltime professional, or paraprofessional human resources experience may be substituted for the required education on a year-for-year basis to a maximum of four years; additional graduate coursework in human resources administration or other related acceptable field may be substituted for the required experience, on a year-for-year basis, to a maximum of one year.

**Necessary Special Qualifications:** None.

**EXAMINATION METHOD:** Education and Experience, 100%, for Career Service positions. For Executive Service positions, Minimum Qualifications, Necessary Special Qualifications, and Examination Method are determined by the appointing authority.



**HUMAN RESOURCES DIRECTOR 1**

**SUMMARY:** Under direction, performs professional general human resources analytic work of considerable difficulty and supervisory work of average difficulty in directing all human resources related activities for a very large remote site or for a moderate sized department with a moderately complex personnel system; and performs related work as required.

**DISTINGUISHING FEATURES:** This is the first level in the Human Resources Director sub-series. Characteristic of classes in this sub-series is the management of all human resources operations within a significant human resources system. Incumbents in this class direct all human resources activities at large state institutions such as the main prison, mental health institutes and developmental centers, and moderate-sized agencies or departments with moderately complex human resources systems. This class differs from Human Resources Director 2 in that incumbents of the latter direct human resources operations for moderate-sized departments or agencies with complex human resources systems.

**MINIMUM QUALIFICATIONS**

**Education and Experience:** Graduation from an accredited college or university with a bachelor's degree and experience equivalent to substantial (five or more years of) full-time increasingly responsible professional staff administrative and/or analytic work including at least, one year of human resources work; qualifying full-time professional experience may be substituted for the required education, on a yearfor-year basis, to a maximum of four years; additional graduate coursework in human resources administration or other related acceptable field may be substituted for the required non-specialized experience, on a year-for-year basis, to a maximum of two years; OR four years of full-time increasingly responsible professional staff administrative and/or analytic work including at least, one year of human resources experience with the State of Tennessee.

**Necessary Special Qualifications:** None.

**EXAMINATION METHOD:** Education and Experience, 100%, for Career Service positions. For Executive Service positions, Minimum Qualifications, Necessary Special Qualifications, and Examination Method are determined by the appointing authority.



**HUMAN RESOURCES DIRECTOR 2**

**SUMMARY:** Under direction, is responsible for professional general human resources analytic work of considerable difficulty and human resources management and supervisory work of average difficulty in directing all human resources related activities for a moderate-sized department with a complex human resources system; and performs related work as required.

**DISTINGUISHING FEATURES:** This is the second level in the Human Resources Director sub-series. Incumbents in this class direct all human resources functions for moderate-sized departments or agencies with complex human resources systems. This class differs from Human Resources Director 1 in that incumbents of the latter direct human resources operations for large state institutions or for moderate-sized departments or agencies with moderately complex human resources operations. This class differs from Human Resources Director 3 in that incumbents of the latter direct human resources activities for large operating departments with very complex human resources systems.

**MINIMUM QUALIFICATIONS**

**Education and Experience:** Graduation from an accredited college or university with a bachelor's degree and experience equivalent to substantial (five or more years of) full-time increasingly responsible professional staff administrative and/or analytic work including at least, one year of human resources work; qualifying full-time professional experience may be substituted for the required education, on a year-for-year basis, to a maximum of four years; additional graduate coursework in human resources administration or other related acceptable field may be substituted for the required non-specialized experience, on a year-for-year basis, to a maximum of two years; OR four years of full-time increasingly responsible professional staff administrative and/or analytic work including at least, one year of human resources experience with the State of Tennessee.

**Necessary Special Qualifications:** None.

**EXAMINATION METHOD:** Education and Experience, 100%, for Career Service positions. For Executive Service positions, Minimum Qualifications, Necessary Special Qualifications, and Examination Method are determined by the appointing authority.

**HUMAN RESOURCES EXAMINATIONS ANALYST 1**

**SUMMARY:** Under immediate supervision, is responsible for professional examinations analytic work of routine difficulty; and performs related work as required.

**DISTINGUISHING FEATURES:** This is the entry level in the Human Resources Examinations Analyst sub-series. An employee in this class functions in a training capacity learning to perform professional human resources examinations duties. This work involves learning to: develop Career Service examinations; conduct job studies; analyze and apply statistical data and other relevant information; evaluate the training and experience of job applicants; and prepare reports. This class differs from Human Resources Examinations Analyst 2 in that incumbents of the latter perform duties at the working level under general supervision.

**MINIMUM QUALIFICATIONS**

**Education and Experience:** Graduation from an accredited college or university with a bachelor's degree; qualifying full-time professional, paraprofessional, or technical human resources related experience may be substituted for the required education on a year-for-year basis, to a maximum of four years.

**Necessary Special Qualifications:** None.

**EXAMINATION METHOD:** Education and Experience, 100%, for Career Service positions.

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**HUMAN RESOURCES EXAMINATIONS ANALYST 2**

**SUMMARY:** Under general supervision, performs human resources examinations analytic work of average difficulty; and performs related work as required.

**DISTINGUISHING FEATURES:** This is the working level in the Human Resources Examinations Analyst sub-series. An employee in this classification is assigned a variety of professional human resources examinations duties. This work involves: developing Career Service examinations; conducting job studies; analyzing and applying statistical data and other relevant information; evaluating the training and experience of job applicants; and preparing reports. This class differs from Human Resources Examinations Analyst 1 in that incumbents of the latter function in an entry level capacity. This class differs from Human Resources Examinations Analyst 3 in that the incumbent of the latter functions in a lead level capacity and performs work of greater scope and complexity.

**MINIMUM QUALIFICATIONS**

**Education and Experience:** Graduation from an accredited college or university with a bachelor's degree and experience equivalent to two years of professional human resources examinations or related analytic work; qualifying full-time professional, paraprofessional, or technical human resources related experience may be substituted for the required education on a year-for-year basis, to a maximum of four years; additional graduate coursework in business, human resources, or public administration, industrial/ organizational or educational psychology, or mathematics may be substituted for the required experience, on a year-for-year basis, to a maximum of one year.

**Necessary Special Qualifications:** None.

**EXAMINATION METHOD:** Education and Experience, 100%, for Career Service positions.

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**HUMAN RESOURCES EXAMINATIONS ANALYST 3**

**SUMMARY:** Under general supervision, performs human resources examinations analytic work of considerable difficulty; and performs related work as required.

**DISTINGUISHING FEATURES:** This is the lead level in the Human Resources Examinations Analyst sub-series. An employee in this classification leads subordinate staff in performing complex professional human resources examinations duties. This work involves: developing Career Service examinations; conducting job studies; analyzing and applying statistical data and other relevant information; evaluating the training and experience of job applicants; and preparing reports. This class differs from Human Resources Examinations Analyst 2 in that incumbents of the latter function in a working level capacity and perform work of lesser scope and complexity.

**MINIMUM QUALIFICATIONS**

**Education and Experience:** Graduation from an accredited college or university with a bachelor's degree and experience equivalent to three years of professional human resources examinations or related analytic work; qualifying full-time professional, paraprofessional, or technical human resources related experience may be substituted for the required education on a year-for-year basis, to a maximum of four years; additional graduate coursework in business, human resources, or public administration, industrial/organizational or educational psychology or mathematics may be substituted for the required experience, on a year-for-year basis, to a maximum of two years.

**Necessary Special Qualifications:** None.

**EXAMINATION METHOD:** Education and Experience, 100%, for Career Service positions.

**HUMAN RESOURCES EXAMINATIONS SPECIALIST 1**

**SUMMARY:** Under close supervision, performs human resources examinations specialist work of average difficulty; and performs related work as required.

**DISTINGUISHING FEATURES:** An employee in this entry level classification evaluates the training and experience of job applicants to determine if minimum qualifications are satisfied and properly place applicants on career service registers. This class differs from Human Resources Examinations Specialist 2 in that an incumbent of the latter develops standard training and experience rating guidelines and assists in the development of other applicant assessment instruments.

**MINIMUM QUALIFICATIONS**

**Education and Experience:** Graduation from an accredited college or university with a bachelor's degree.

**Substitution of Experience for Education:** Experience in one or a combination of the following: 1) paraprofessional or technical human resources work; 2) any professional experience may substitute for the required education to a maximum of four years (e.g., experience equivalent to one year of full-time work in one or a combination of the above listed fields may substitute for one year of the required education).

**Necessary Special Qualifications:** None.

**EXAMINATION METHOD:** Education and experience, 100%, for Career Service positions.

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**HUMAN RESOURCES EXAMINATIONS SPECIALIST 2**

**SUMMARY:** Under general supervision, performs human resources examinations specialist work of considerable difficulty; and performs related work as required.

**DISTINGUISHING FEATURES:** An employee in this working level classification evaluates the training and experience of job applicants to determine if minimum qualifications are satisfied and properly places applicants on career service registers. This work also includes developing standard training and experience rating guidelines and assisting in the development of other applicant assessment instruments. This class differs from Human Resources Examinations Specialist 1 in that an incumbent of the latter performs examinations specialist work at the entry level and does not develop standard training and experience rating guidelines.

**Education and Experience:** Graduation from an accredited college or university with a bachelor's degree and experience equivalent to one year of professional training and experience rating guideline development and/or implementation.

**Substitution of Experience for Education:** Experience in one or a combination of the following: 1) paraprofessional or technical human resources work; 2) any professional experience may substitute for the required education to a maximum of four years (e.g., experience equivalent to one year of full-time work in one or a combination of the above listed fields may substitute for one year of the required education), there being no substitution for the required specialized experience.

**Necessary Special Qualifications:** None.

**EXAMINATION METHOD:** Education and experience, 100%, for Career Service positions.

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**HUMAN RESOURCES EXAMINATIONS SPECIALIST 3**

**SUMMARY:** Under general supervision, performs human resources examinations analytic work of considerable difficulty; and performs related work as required.

**DISTINGUISHING FEATURES:** An employee in this advanced working level classification evaluates the training and experience of job applicants to determine if minimum qualifications are satisfied and properly places applicants on career service registers. This work also includes developing standard training and experience rating guidelines and assisting in the development of other applicant assessment instruments. This class differs from Human Resources Examinations Specialist 2 in that an incumbent of the latter performs at the working level with a lesser degree of independence and performs examinations specialist duties of lesser scope and complexity. This class differs from Human Resources Examinations Specialist 4 in that an incumbent of the latter functions at the lead level on a regular basis.

**MINIMUM QUALIFICATIONS**

**Education and Experience:** Graduation from an accredited college or university with a bachelor's degree and experience equivalent to two years of professional training and experience rating guideline development and/or implementation, of which one year must have been in the implementation of rating criteria.

**Substitution of Experience for Education:** Experience in one or a combination of the following: 1) paraprofessional or technical human resources work; 2) any professional experience may substitute for the required education to a maximum of four years (e.g., experience equivalent to one year of full-time work in one or a combination of the above listed fields may substitute for one year of the required education), there being no substitution for the required specialized experience.

**Necessary Special Qualifications:** None.

**EXAMINATION METHOD:** Education and experience, 100%, for Career Service positions.

**HUMAN RESOURCES EXAMINATIONS SPECIALIST 4**

**SUMMARY:** Under general supervision, performs human resources examinations analytic work of considerable difficulty; and performs related work as required.

**DISTINGUISHING FEATURES:** This is the lead class in the Human Resources Examinations Specialist series. An employee in this class leads subordinate staff in evaluation of training and experience for job applicants to determine if minimum qualifications are satisfied and properly places applicants on career service registers. This work also includes leading staff in and development of standard training and experience rating guidelines and assisting in the development of other applicant assessment instruments. An employee in this class also assists supervisors in planning, coordinating, and reviewing staff work and training new analysts. This class differs from Human Resources Examinations Specialist 3 in that an incumbent of the latter performs at the advanced working level without the added responsibility for leading others on a regular basis. This class differs from Human Resources Manager classes in that incumbents of the latter manage the human resources office activities and operations, and supervise incumbents of this class.

**MINIMUM QUALIFICATIONS**

**Education and Experience:** Graduation from an accredited college or university with a bachelor's degree and experience equivalent to four years of professional training and experience rating guideline development and/or implementation of which two years must have been in the implementation of rating criteria.

**Substitution of Experience for Education:** Experience in one or a combination of the following: 1) paraprofessional or technical human resources work; 2) any professional experience may substitute for the required education to a maximum of four years (e.g., experience equivalent to one year of full-time work in one or a combination of the above listed fields may substitute for one year of the required education), there being no substitution for the required specialized experience.

**Necessary Special Qualifications:** None.

**EXAMINATION METHOD:** Education and experience, 100%, for Career Service positions.



**HUMAN RESOURCES MANAGER 1**

**SUMMARY:** Under general supervision, is responsible for professional general human resources analytic work of considerable difficulty and supervisory work of routine difficulty; and performs related work as required.

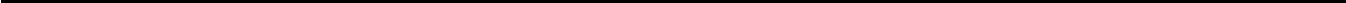
**DISTINGUISHING FEATURES:** An employee in this class has supervisory responsibility for the work of other professional human resources staff and performs work such as may relate to acting as full assistant human resources director in a moderate to large sized operating department or acting as an assistant manager for a central human resources function. This class differs from that of Human Resources Analyst 3 in that an incumbent of the latter performs work of lesser scope and complexity. This class differs from that of Human Resources Manager 2 in that an incumbent of the latter acts as full assistant human resources director in an operating department with the largest and most complex of human resources systems or acts as the assistant director for a central statewide human resources function.

**MINIMUM QUALIFICATIONS**

**Education and Experience:** Graduation from an accredited college or university with a bachelor's degree and experience equivalent to four years of increasingly responsible full-time professional human resources work; qualifying full-time professional human resources experience may be substituted for the required education, on a year-for-year basis, to a maximum of four years; additional graduate coursework in human resources administration or other related acceptable field may be substituted for the required experience, on a year-for-year basis, to a maximum of two years; OR three years of increasingly responsible professional general human resources experience with the State of Tennessee.

**Necessary Special Qualifications:** None.

**EXAMINATION METHOD:** Education and Experience, 100%, for Career Service positions. For Executive Service positions, Minimum Qualifications, Necessary Special Qualifications, and Examination Method are determined by the appointing authority.



**HUMAN RESOURCES MANAGER 2**

**SUMMARY:** Under general supervision, is responsible for professional general human resources analytic work of considerable difficulty and supervisory work of routine difficulty; and performs related work as required.

**DISTINGUISHING FEATURES:** An employee in this class has supervisory responsibility for the work of other professional human resources staff and performs work such as may relate to acting as full assistant human resources director in the largest of operating departments with the most complex of human resources systems. This class differs from that of Human Resources Manager 1 in that an incumbent of the latter acts as a full assistant human resources director in a moderate to large sized operating department or acts as an assistant manager for a central human resources function. This class differs from higher level classes in the human resources management and related series in that incumbents of the latter perform duties of greater scope and complexity.

**MINIMUM QUALIFICATIONS**

**Education and Experience:** Graduation from an accredited college or university with a bachelor's degree and experience equivalent to substantial (five or more years of) increasingly responsible and varied full-time professional human resources work; qualifying full-time professional human resources experience may be substituted for the required education, on a year-for-year basis, to a maximum of four years; additional graduate coursework in human resources administration or other related acceptable field may be substituted for the required experience, on a year-for-year basis, to a maximum of two years; OR four years of increasingly responsible professional general human resources experience with the State of Tennessee.

**Necessary Special Qualifications:** None.

**EXAMINATION METHOD:** Education and Experience, 100%, for Career Service positions.

**HUMAN RESOURCES PROGRAM MANAGER**

**SUMMARY:** Under general supervision, performs human resources program managerial work of average difficulty; and performs related work as required.

**DISTINGUISHING FEATURES:** Employees in this class assist in directing the functions, activities, services and staff of a major statewide human resources program area of considerable scope and impact. This work involves the following activities: supervising all divisional staff functions and providing technical advice and guidance in resolving problems and issues on a regular basis; assisting in developing divisional budget process; assisting in developing policies and procedures for the division as a whole and monitoring implementation; and assisting in planning for future needs and requirements for the entire division. Employees in this class are expected to exercise considerable discretion and independent judgement in assisting in the decision-making process for their division. This class differs from Human Resources Program Director classes in that incumbents of the latter are fully responsible for planning, organizing and directing all functions, activities and services for specific statewide human resources program areas.

**MINIMUM QUALIFICATIONS**

**Education and Experience:** Graduation from an accredited college or university with a bachelor's degree and experience equivalent to substantial (five or more years of) full-time increasingly responsible professional human resources work including at least two years of supervisory or managerial work; qualifying full-time professional human resources experience may be substituted for the required education, on a year-for-year basis, to a maximum of four years; additional qualifying graduate coursework in human resources administration, business administration or a related acceptable field may be substituted for the required non-specialized experience, on a year-for-year basis, to a maximum of two years; OR five years of full-time increasingly responsible professional human resources experience including at least two years of supervisory or managerial experience with the State of Tennessee.

**Necessary Special Qualifications:** None.

**EXAMINATION METHOD:** Education and Experience, 100%, for Career Service positions.



**HUMAN RESOURCES RESEARCH ASSOCIATE 1**

**SUMMARY:** Under immediate supervision, is responsible for conducting human resources research projects; and performs related work as required.

**DISTINGUISHING FEATURES:** This is the entry class in the Human Resources Research Associate sub-series. An employee in this class performs assigned tasks of routine difficulty. An employee in this class receives on-the-job training in applying statistics, psychometrics, and computer programming to human resources research. Initially, work is closely supervised, but as knowledge and experience is gained, supervision becomes more general. This class differs from Human Resources Research Associate 2\* in that an incumbent of the latter performs tasks of greater scope and complexity.

\*An applicant appointed to this flexibly staffed class will be reclassified to the next higher class in the series after successful completion of a mandatory one-year training period; inadequate or marginal performance during the training period will result in automatic demotion or termination.

**MINIMUM QUALIFICATIONS**

**Education and Experience:** Graduation from an accredited college or university with a bachelor's degree including a minimum of nine quarter-hours in statistics, computer science, and/or mathematics.

**Necessary Special Qualifications:** None.

**EXAMINATION METHOD:** Written Test, 100%, for Career Service positions.



**HUMAN RESOURCES RESEARCH ASSOCIATE 2**

**SUMMARY:** Under general supervision, is responsible for conducting human resources research projects; and performs related work as required.

**DISTINGUISHING FEATURES:** \*This is the working level class in the Human Resources Research Associate sub-series. An employee in this class performs assigned tasks of average difficulty. This class is flexibly staffed with and differs from Human Resources Research Associate 1\* in that an incumbent of the latter functions at the entry level. This class differs from Human Resources Research Associate 3 on that an incumbent of the latter performs tasks of greater scope and complexity and functions at a greater level of independence.

**MINIMUM QUALIFICATIONS**

**Education and Experience:** Graduation from an accredited college or university with a bachelor's degree including a minimum of nine quarter-hours in statistics, mathematics, and/or computer science, and experience equivalent to one year if full-time professional human resources research work.

**Necessary Special Qualifications:** None.

**EXAMINATION METHOD:** Written Test (Pass/Fail), Supplementary Application, 100%, for Career Service positions.

HUMAN RESOURCES RESEARCH ASSOCIATE 3

**SUMMARY:** Under general supervision is responsible for conducting human resources research projects; and performs related work as required.

**DISTINGUISHING FEATURES:** This is the highest level class in the Human Resources Research Associate sub-series. An employee in this class is responsible for independently performing assigned tasks of considerable difficulty, and may assist in directing and training others. This class differs from that of Human Resources Research Associate 2 in that an incumbent of the latter performs at the working level.

MINIMUM QUALIFICATION

**Education and Experience:** Graduation from an accredited college or university with a master's degree in psychology or human resource management; OR completion of all requirements except dissertation for a doctoral degree in these fields; OR a bachelor's degree and two years of experience conducting human resources or psychological research comparable to that of a Human Resources Research Associate 2.

**Necessary Special Qualifications:** None.

**EXAMINATION METHOD:** Supplementary Application, 100%, for Career Service positions.

HUMAN RESOURCES RESEARCH PSYCHOLOGIST 1

**SUMMARY:** Under general supervision, is responsible for human resources research analytic work of considerable difficulty with particular reference to the more difficult and complex aspects of test construction and related research; and performs related work as required.

**DISTINGUISHING FEATURES:** An employee in this class brings special expertise to bear in the development of specialized valid tests of fitness and development of other special programs such as performance evaluation systems and employee feedback programs. An employee may lead other analytic staff on projects as assigned. This class differs from that of Human Resources Research Psychologist 2 in that an incumbent of the latter performs work requiring more focused expertise.

MINIMUM QUALIFICATIONS

**Education and Experience:** Completion of all requirements except for the dissertation for a doctoral degree in psychology.

**Necessary Special Qualifications:** None.

**EXAMINATION METHOD:** Supplementary application, 100%, for Career Service positions.

HUMAN RESOURCES RESEARCH PSYCHOLOGIST 2

**SUMMARY:** Under general supervision, is responsible for designing and conducting research of considerable difficulty in the fields of employee selection, employee performance appraisal, and related areas of industrial-organizational psychology; performs related work as required.

**DISTINGUISHING FEATURES:** This is the highest technical class in the Human Resources Research Psychologist sub-series. An employee in this class brings special expertise to bear in the development of specialized tests for employee selection and promotion and the development and evaluation of other special programs such as employee performance evaluation procedures, survey research, and related projects. An employee in this class supervises other analytic staff on assigned projects. This class differs from Human Resources Research Psychologist 1 in that an incumbent of the latter performs work requiring less focused expertise.

MINIMUM QUALIFICATIONS

**Education and Experience:** Possession of a doctoral degree in psychology.

**Necessary Special Qualifications:** None.

**EXAMINATION METHOD:** Supplementary application, 100%, for Career Service positions.

HUMAN RESOURCES TECHNICIAN 1

**SUMMARY:** Under immediate supervision, performs paraprofessional human resources work of routine difficulty; and performs related work as required.

**DISTINGUISHING FEATURES:** This is the entry level class in the Human Resources Technician and Human Resources Administrative Technician sub-series. Employees in this class function in a training capacity in learning to perform paraprofessional human resources work. Employees learn to prepare, review, correct and process human resources transaction documents for employee appointments, promotions, demotions, reclassifications, separations, terminations, transfers, and information changes. This class differs from Human Resources Technician 2\* and Human Resources Administrative Technician 2\* in that incumbents of the latter function at the working level under general supervision.

\*An applicant appointed to this flexibly staffed class will be reclassified to the next higher class in the series after successful completion of a mandatory one-year training period; inadequate or marginal performance during the training period will result in automatic demotion or termination.

MINIMUM QUALIFICATIONS

**Education and Experience:** Education equivalent to graduation from a standard high school and experience equivalent to one year of clerical work; qualifying full-time clerical experience may be substituted for the required education, on a year-for-year basis.

**Necessary Special Qualifications:** None.

**EXAMINATION METHOD:** Written Test, 100%, for Career Service positions.

**HUMAN RESOURCES TECHNICIAN 2**

**SUMMARY:** Under general supervision, is responsible for paraprofessional human resources work of average difficulty in an operating agency; and performs related work as required.

**DISTINGUISHING FEATURES:** \*This is the working class in the Human Resources Technician sub-series, the entry level being Human Resources Technician 1\*. Employees in this class prepare, process and maintain human resources transactions in an operating agency. This class differs from Human Resources Technician 3 in that incumbents of the latter function as lead workers over transactions human resources in operating agencies, review and approve transactions work prepared by subordinate staff and train agency staff in human resources policies and procedures.

**MINIMUM QUALIFICATIONS**

**Education and Experience:** Education equivalent to graduation from a standard high school and experience equivalent to two years of clerical work including, at least, one year of paraprofessional human resources experience with the State of Tennessee; qualifying full-time clerical experience may be substituted for the required education on a year for year basis.

**Necessary Special Qualifications:** None.

**EXAMINATION METHOD:** Written Test, (Pass/Fail), and Education and Experience, 100%, for Career Service positions.

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**HUMAN RESOURCES TECHNICIAN 3**

**SUMMARY:** Under general supervision, performs paraprofessional human resources work of considerable difficulty and lead work of average difficulty in an operating agency; and performs related work as required.

**DISTINGUISHING FEATURES:** This is the lead class in the Human Resources Technician sub-series. Employees in this class lead subordinate transactions staff in an operating agency in preparing, reviewing, correcting and processing human resources transaction documents. This work involves reviewing and approving the work prepared by subordinate transactions staff and training agency employees on a regular basis in human resources transaction policies and procedures and Civil Service and Fair Labor Standards Act laws, rules and regulations. This class differs from Human Resources Technician 2\* in that incumbents of the latter perform operating agency human resources transactions duties at the working level. This class differs from Human Resources Transactions Supervisor in that incumbents of the latter supervise the processing of all transactions in the largest and most complex of operating agency human resources offices or assist in supervising all transactions staff in the Department of Personnel.

**MINIMUM QUALIFICATIONS**

**Education and Experience:** Education equivalent to graduation from a standard high school and experience equivalent to three years of full-time increasingly responsible clerical work including, at least, two years of paraprofessional human resources experience with the State of Tennessee; qualifying full-time clerical experience may be substituted for the required education on a year-for-year basis.

**Necessary Special Qualifications:** None.

**EXAMINATION METHOD:** Education and Experience, 100%, for Career Service positions.

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**HUMAN RESOURCES TRANSACTIONS SUPERVISOR**

**SUMMARY:** Under general supervision, is responsible for human resources transactions work of considerable difficulty and supervisory work of average difficulty; and performs related work as required.

**DISTINGUISHING FEATURES:** An employee in this class supervises the processing of all human resources transactions in the largest and most complex of departmental human resources systems or assists in supervising all human resources transactions functions within the Department of Personnel transactions unit. This class differs from Human Resources Technician 3 in that incumbents of the latter lead subordinate transactions staff within an operating agency, review and approve the work of subordinate staff and train agency employees on a regular basis on human resources transactions policies and procedures. This class differs from Human Resources Administrative Technician 3 in that an incumbent of the latter leads subordinate transactions staff.

**MINIMUM QUALIFICATIONS**

**Education and Experience:** Education equivalent to graduation from a standard high school and experience equivalent to substantial (five or more years of) increasingly responsible full-time clerical work including, at least, two years of paraprofessional human resources experience with the State of Tennessee; qualifying full-time clerical experience may be substituted for the required education on a year-for-year basis.

**Necessary Special Qualifications:** None.

**EXAMINATION METHOD:** Education and Experience, 100%, for Career Service positions.

INFORMATION SYSTEMS TECHNOLOGY MANAGER

**SUMMARY:** Under direction, is responsible for professional systems programming work of considerable difficulty and supervisory work of average difficulty in supervising a subordinate unit of systems programmers engaged in computer programming of vendor supported operating system software packages or involved with resolving operating system problems; and performs related work as required.

**DISTINGUISHING FEATURES:** This is the supervisory class in the Systems Programmer sub-series. An employee in this class supervises a unit of subordinate Systems Programmers in revising, updating, converting, and maintaining vendor supported operating system software packages, or supervising computer operations staff engaged in detecting and resolving operations problems caused by programming errors or hardware malfunction. This work may include planning and evaluating future information systems hardware and software needs. This class differs from Systems Programmer 4 in that incumbents of the latter are responsible for highly technical and advanced programming of operating system software, with no supervisory responsibilities.

MINIMUM QUALIFICATIONS

**Education and Experience:** Graduation from an accredited college or university with a bachelor's degree and five years of experience in any of the following areas: (1) the development or modification of systems software for mainframe computers, midrange computers, or microcomputers; or (2) the development or modification of business applications software for mainframe computers, midrange computers, or microcomputers.

OR

**Substitution of Experience for Education:** Professional-level experience in the development or modification of systems software or business applications software for mainframe computers, midrange computers, or microcomputers may substitute for the required bachelor's degree on a year-for year basis, to a maximum of four years.

OR

**Substitution of a Specific Associate's Degree for the Required Bachelor's Degree:** Graduation from an accredited college or university with an associate's degree in business data processing (e.g., business data programming, business systems analysis, or computer accounting), management information science, computer and information sciences, computer servicing technologies, or other related field may substitute for the required bachelor's degree.

OR

**Substitution of Graduate Coursework for the Required Experience:** Any graduate coursework in computer and information sciences may substitute for the required experience on a year-for-year basis, to a maximum of one year (thirty-six graduate quarter hours or a master's degree in computer and information sciences is equivalent to one year of experience).

**Necessary Special Qualifications:** None.

**EXAMINATION METHOD:** Education and Experience, 100%, for Career Service positions.

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MENTAL RETARDATION PROGRAM SPECIALIST 3

**SUMMARY:** Under general supervision, is responsible for professional mental retardation staff advisory and coordinative work of considerable difficulty and/or supervisory work of average difficulty; and performs related work as required.

**DISTINGUISHING FEATURES:** This is the highest class in the Mental Retardation Program Specialist sub-series. An employee in this class supervises professional staff and/or performs mental retardation program work of considerable scope and complexity. An employee may be assigned to the central or a regional office or to a mental retardation facility where the individual independently or through professional employees provides technical assistance to program providers, monitors program compliance, gathers and disseminates information, and/or performs other functions relating to mental retardation program administration. This class differs from Mental Retardation Program Specialist 2 in that an incumbent of the latter performs at the working level.

MINIMUM QUALIFICATIONS

**Education and Experience:** Graduation from an accredited college or university with a bachelor's degree in special education, rehabilitation or therapeutic health, nursing, sociology, social work, or any behavioral science field and experience equivalent to three years of professional developmental disabilities and/or mental health work, of which one year must include professional developmental disabilities work.

**Substitution of Experience for Education:** Qualifying professional developmental disabilities or mental health work may substitute for the required education on a year for year basis to a maximum of four years (e.g., experience equivalent to one year of full-time work in one or a combination of the above listed fields may substitute for one year of the required education).

**Substitution of Education for Experience:** Additional graduate coursework in special education, rehabilitation or therapeutic health, nursing, sociology, social work, or any behavioral science field may be substituted for the required experience on a year-for-year basis to a maximum of one year, there being no substitution for the one year of specialized experience.

OR

**Education and Experience:** Graduation from an accredited college or university with a bachelor's degree and experience equivalent to four years of professional developmental disabilities and/or mental health work, of which one must include professional developmental disabilities work.

**Necessary Special Qualifications:** None.

**EXAMINATION METHOD:** Education and Experience, 100%, for Career Service positions. For Executive Service positions, Minimum Qualifications, Necessary Special Qualifications, and Examination Method are determined by the appointing authority.



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**MUSEUM ASSISTANT REGISTRAR**

**SUMMARY:** Under general supervision, is responsible for professional museum conservation work of average difficulty and supervisory work of routine difficulty; and performs related work as required.

**DISTINGUISHING FEATURES:** An employee in this class consults with curators, registrars, and other professional staff in the storage and documentation of a museum collection in areas such as collection development, cataloging and registration, research, storage and maintenance, and other related matters.

**MINIMUM QUALIFICATIONS**

**Education and Experience:** Graduation from an accredited college or university with a bachelor's degree and experience equivalent to two years in one or a combination of the following: any professional museum work, including the preservation of artifacts or the management of historic sites; professional work teaching art, history, or museum science; the maintenance of library collections; or exhibit design work.

**Substitution of Experience for Education:** Qualifying experience in professional museum work including the preservation of artifacts or the management of historic sites; professional work teaching art, history, or museum science; the maintenance of library collections; or exhibit design work may substitute for the required education, on a year for year basis, to a maximum of four years (e.g., experience equivalent to one year of full time work in one or a combination of the above fields may substitute for one year of the required education).

**Substitution of Education for Experience:** Graduate coursework credit in museum science, art, history, or library science from an accredited college or university may substitute for the required experience, on a year for year basis, to a maximum of two years (e.g. 36 graduate quarter hours in one or a combination of the above listed fields may substitute for one year of the required experience).

**Necessary Special Qualifications:** A valid motor vehicle operator's license is required.

**EXAMINATION METHOD:** Education and Experience, 100%, for Career Service positions.

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**MUSEUM REGISTRAR**

**SUMMARY:** Under general supervision, is responsible for professional museum registration work of considerable difficulty; and performs related work as required.

**DISTINGUISHING FEATURES:** An employee in this class is responsible for all artifact accessioning and for the documentation, care, and preservation of all artifacts in the museum collection. This class may also supervise others working in the collections division.

**MINIMUM QUALIFICATIONS**

**Education and Experience:** Graduation from an accredited college or university with a bachelor's degree and experience equivalent to four years in one or a combination of the following: any professional museum work, including the preservation of artifacts or the management of historic sites; professional work teaching art, history, or museum science; the maintenance of library collections; or exhibit design work.

**Substitution of Education for Experience:** Graduate coursework credit in museum science, art, history, and/or library science from an accredited college or university may substitute for the required experience, on a year for year basis, to a maximum of two years (e.g. 36 graduate quarter hours in one or a combination of the above listed fields may substitute for one year of the required experience).

**OR**

Four years of experience as a Museum Assistant Registrar with the State of Tennessee.

**Necessary Special Qualifications:** A valid motor vehicle operator's license is required.

**EXAMINATION METHOD:** Education and Experience, 100%, for Career Service positions.

**TBI SPECIAL AGENT - FORENSIC SCIENTIST 1\***

**SUMMARY:** Under immediate supervision, performs professional forensic science laboratory work of routine through average difficulty; and performs related work as required.

**DISTINGUISHING FEATURES:** This is the entry level class in the TBI Special Agent – Forensic Scientist sub-series. An employee in this class performs a variety of routine laboratory tests such as analyzing physical, chemical, or biological evidence submitted to the Tennessee Bureau of Investigation; and composing technical laboratory reports describing the results of tests and learning to testify in criminal court as an expert witness. Initially, an incumbent receives close supervision, but as experience is gained, supervision becomes more general. This class differs from TBI Special Agent Forensic Scientist 2\* in that an incumbent of the latter performs at the working level. \*An applicant appointed to this flexibly staffed class will be promoted to the next higher class in the series after successful completion of a mandatory two-year training period; inadequate or marginal performance during the training period will result in automatic demotion or termination.

**MINIMUM QUALIFICATIONS**

**Education and Experience:** Graduation from an accredited college or university with a bachelor's degree in chemistry, mathematics, or other natural or physical sciences; medical technology; forensic science, criminalistics, or other forensic related areas; including a minimum of thirty-six quarter hours in chemistry.

**Necessary Special Qualifications: Applicants for this class must:**

- (1.) be willing to and able to qualify with, carry, and use assigned weapons.
- (2.) be at least twenty-one (21) years of age on the date of application.
- (3.) be a citizen of the United States.
- (4.) have a good moral character, as determined by investigation.
- (5.) complete a criminal history disclosure form in a manner approved by the appointing authority.
- (6.) agree to release all records involving their criminal history to the appointing authority.
- (7.) supply a fingerprint sample in a manner prescribed by the TBI for a fingerprint based criminal history records check.
- (8.) have no conviction for a felony or have been discharged under any other than honorable conditions from any branch of the United States armed forces.
- (9.) pass a physical examination administered by a licensed physician that is consistent with the Americans with Disabilities Act and that relates to the essential functions of the position.
- (10.) pass a psychological evaluation administered by a licensed mental health professional that is consistent with the Americans with Disabilities Act and that relates to the essential functions of the position.
- (11.) possess a valid motor vehicle operator’s license at the time of appointment in some positions.

**EXAMINATION METHOD:** Education and Experience, 100% for Career Service positions.

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**TBI SPECIAL AGENT - FORENSIC SCIENTIST 2\***

**SUMMARY:** Under general supervision, performs professional forensic science laboratory and field work of average difficulty; and performs related work as required.

**DISTINGUISHING FEATURES:** This is the working level class in the TBI Special Agent - Forensic Scientist sub-series. An employee in this class performs a variety of moderately complex chemical, physical and biologic tests in analyzing and comparing evidence collected at a crime scene and from suspects. This class is flexibly staffed with and differs from TBI Special Agent – Forensic Scientist 1 in that incumbents of the latter perform at the entry level. This class differs from TBI Special Agent - Forensic Scientist Supervisor in that incumbents of the latter supervise a small subordinate staff in a service section of the crime laboratory.

**MINIMUM QUALIFICATIONS**

**Education and Experience:** Graduation from an accredited college or university with a bachelor's degree in chemistry, mathematics, or other natural or physical sciences; medical technology; forensic science, criminalistics, or other forensic related areas; including a minimum of thirty-six quarter hours in chemistry and two years of full-time professional forensic science work.

**Substitution of Education for Experience:** Additional graduate coursework in a natural or physical science, criminalistics or other forensic related area may be substituted for the required experience on a year-for-year basis to a maximum of one year.

**OR**

Two years of forensic science work with the State of Tennessee.

**Necessary Special Qualifications: Applicants for this class must:**

- (1.) be willing to and able to qualify with, carry, and use assigned weapons.
- (2.) be at least twenty-one (21) years of age on the date of application.
- (3.) be a citizen of the United States.
- (4.) have a good moral character, as determined by investigation.
- (5.) complete a criminal history disclosure form in a manner approved by the appointing authority.
- (6.) agree to release all records involving their criminal history to the appointing authority.
- (7.) supply a fingerprint sample in a manner prescribed by the TBI for a fingerprint based criminal history records check.
- (8.) have no conviction for a felony or have been discharged under any other than honorable conditions from any branch of the United States armed forces.
- (9.) pass a physical examination administered by a licensed physician that is consistent with the Americans with Disabilities Act and that relates to the essential functions of the position.
- (10.) pass a psychological evaluation administered by a licensed mental health professional that is consistent with the Americans with Disabilities Act and that relates to the essential functions of the position.
- (11.) possess a valid motor vehicle operator’s license at the time of appointment in some positions.

**EXAMINATION METHOD:** Education and Experience, 100% for Career Service positions.

## **TBI SPECIAL AGENT – FORENSIC SCIENTIST SUPERVISOR**

**SUMMARY:** Under general supervision, performs professional forensic science work of considerable difficulty and supervisory work of average difficulty; and performs related work as required.

**DISTINGUISHING FEATURES:** This is the supervisory class in the TBI Special Agent – Forensic Scientist sub-series. An employee in this class supervises and performs forensic science activities in a section of the TBI crime laboratory. This class differs from TBI Special Agent - Forensic Scientist 2 in that incumbents of the latter perform at the working level.

### **MINIMUM QUALIFICATIONS**

**Education and Experience:** Graduation from an accredited college or university with a bachelor's degree in chemistry, mathematics, or other natural or physical sciences; medical technology; forensic science, criminalistics, or other forensic related areas; including a minimum of thirty-six quarter hours in chemistry and four years of full-time professional forensic science work.

**Substitution of Education for Experience:** Additional graduate coursework in a natural or physical science, criminalistics or other forensic related area may be substituted for the required experience on a year-for-year basis to a maximum of one year.

### **OR**

Four years of forensic science work with the State of Tennessee.

### **Necessary Special Qualifications: Applicants for this class must:**

- (1.) be willing to and able to qualify with, carry, and use assigned weapons
- (2.) be at least twenty-one (21) years of age on the date of application.
- (3.) be a citizen of the United States.
- (4.) have a good moral character, as determined by investigation.
- (5.) complete a criminal history disclosure form in a manner approved by the appointing authority.
- (6.) agree to release all records involving their criminal history to the appointing authority.
- (7.) supply a fingerprint sample in a manner prescribed by the TBI for a fingerprint based criminal history records check.
- (8.) have no conviction for a felony or have been discharged under any other than honorable conditions from any branch of the United States armed forces.
- (9.) pass a physical examination administered by a licensed physician that is consistent with the Americans with Disabilities Act and that relates to the essential functions of the position.
- (10.) pass a psychological evaluation administered by a licensed mental health professional that is consistent with the Americans with Disabilities Act and that relates to the essential functions of the position.
- (11.) possess a valid motor vehicle operator's license at the time of appointment in some positions.

**EXAMINATION METHOD:** Education and Experience, 100% for Career Service positions.